

DD/M&S 74-0071

17 JAN 1974

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Monthly DD/M&S Staff Meeting

1. It appears to me there may be merit in our instituting a monthly general staff meeting to be attended by all Office Heads and their Deputies. Our daily morning meetings, as we all know, are designed primarily to discuss matters of immediate currency and serve as an aid to me for my attendance at the DCI 9:00 a.m. daily meeting. Therefore, this monthly meeting may give us all a good opportunity to discuss matters of general interest and general applicability as such matters pertain to the Directorate itself or to the Agency.

2. I would urge you to give some thought prior to your attendance so that meaningful participation is had by all. I propose to do my own homework and bring up items for discussion. It may be eventually that such sessions would involve the preparation of an agenda and, secondly, it may be in order that individual Offices could give presentations on matters they believe to be of general interest to all of us.

3. We will schedule these meetings for 4:00 p.m. on the last working Friday of each month. Accordingly, the first such meeting will be held in the DD/M&S Conference Room at 4:00 p.m. on Friday, 25 January 1974.

/s/ Harold L. Brownman

HAROLD L. BROWMAN
Deputy Director
for
Management and Services

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